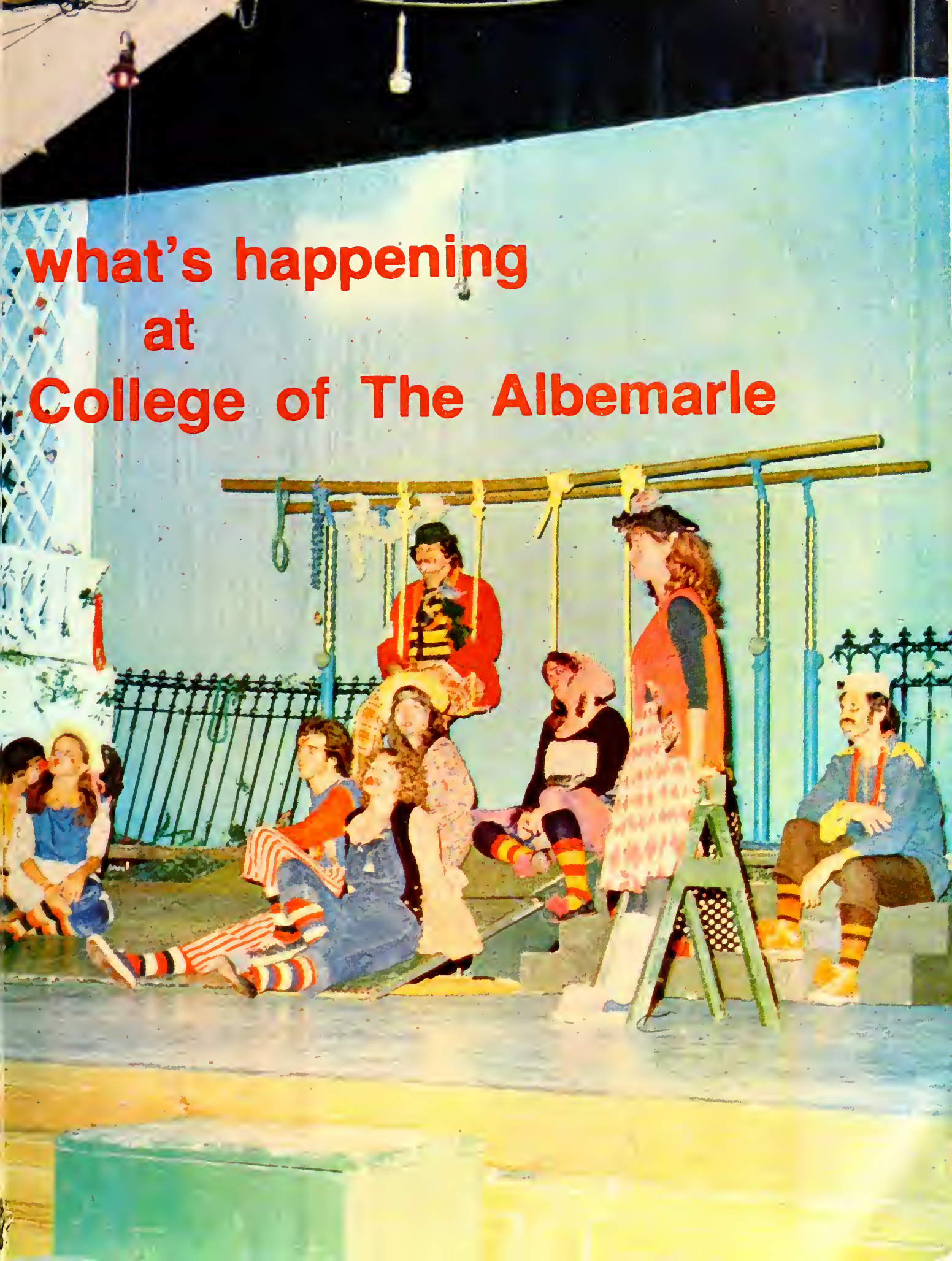
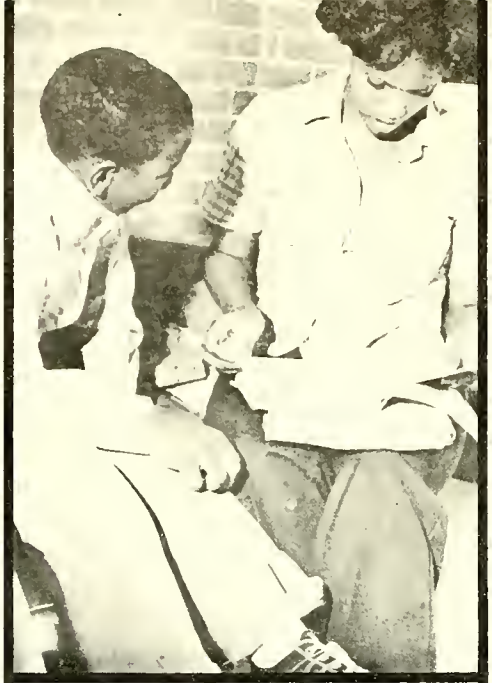
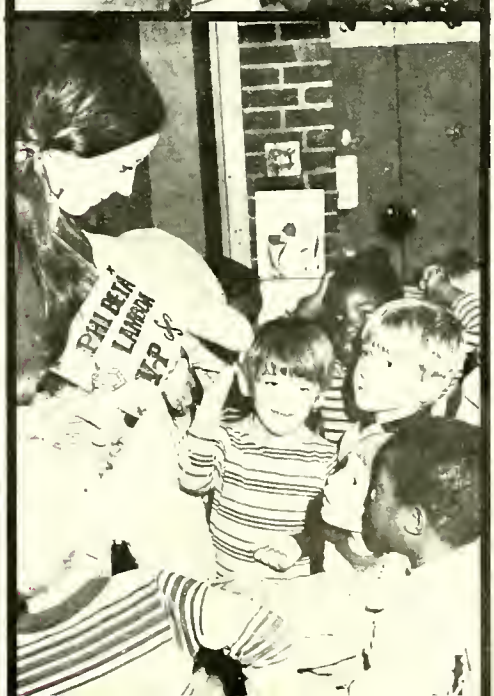
what's happening at College of The Albemarle



the individual approach





One of the most important decisions you will ever make involves choosing a vocation for your life's work. It must suit your individual capabilities, skills, and interests. It also must provide you with a degree of personal satisfaction and accomplishment. Important, yes!...because it will influence your economic status, social fulfillment, and general life style.

College of The Albemarle is prepared and eagerly willing to help you make these tough decisions through an individual approach to identifying your special talents, establishing goals reflective of these talents, and choosing an appropriate academic program to supply the necessary knowledge and training to get you started in achieving those goals.

Prepared to work with you from preadmission through graduation, COA has a staff of professional counselors and a student-oriented faculty who stand willing and able to help you evaluate your strengths and weaknesses and to advise you on an idividual basis throughout your enrollment at COA.

Take that first step...and from that point we'll walk with you!

academics

the nuts & bolts of what's happening

college transfer programs

General Information

College of The Albemarle offers academic course work which allows students to obtain a two-year degree and to transfer to a senior college or university with junior standing.

The college is a fully accredited member of the Southern Association of Colleges and Schools, the North Carolina Association of Universities and Colleges, and the American Association of Community and Junior Colleges. Credits earned at College of The Albemarle are transferable to senior colleges and universities for a higher degree.

Almost any program can be started at College of The Albemarle. With *few exceptions* for very specialized fields of study, the first two years of *most* four-year *degree programs are basically the same.*

For most practical purposes three degrees are offered in the college transfer programs.

Associate in Arts
Liberal Arts
Business Administration
Business Education
Mathematics
Law
Elementary Education
Secondary Education

(Basic programs)
Many other degree programs may be pursued under these main headings.
Ex.: **Business Administration** *can lend itself to: Accounting, Finance, Marketing, Advertising, etc.*
Ex.: **Liberal Arts** *can lend itself to: English, Psychology, History, Government, Sociology, Philosophy, etc.*

Associate in Fine Arts

This degree is designed to serve as the first two years of a Bachelor of Fine Arts or Bachelor of Arts with a major in specific fields of study in Music, Drama, and Art.

Music

Students can major in Voice, Piano, Organ, and can aim toward other degree concentrations of music education, church music, theory, and musicology

Drama

Students can study areas of Technical Theatre, Play Production, History of Theatre, and Acting. Those majoring in theatre have an opportunity to perform in and/or design for several major productions each year.

Art

The art department maintains high professional standards and offers the student a practical curriculum. Courses are offered in art history, ceramics, color and design, crafts, drawing, painting and sculpture survey.

Associate in Science

Agriculture
Forestry
Science

Many majors can be initiated with the three A.S. degree programs listed. These include soil conservation, botany, wildlife management, biology, chemistry, forest management, many areas of engineering, medical technicians, etc.

The A.S. degree differs from the A.A. and A.F.A. degrees since heavier emphasis is placed on science and mathematics courses.

What Type of Classes Do You Take?

Individual course needs are dependent on the intended major upon transfer and the requirements of the senior college to which the transfer is planned. The opportunity for careful planning is available through, and encouraged by, the counseling staff and faculty advisors.

The "Uniqueness" of the College Transfer Program

If you are undecided about which degree you want...don't fret. Many freshmen share your concern. You can explore career fields by taking courses in a variety of departments through our Liberal Arts and College Transfer program.

technical programs

Associate Degree Nursing (R.N.)

This program prepares students in seven quarters, or it may be completed over a three-year period by taking the general college courses the first year and nursing courses the next two years. Most of the courses are transferable toward a baccalaureate degree.

The program instructs in areas of surgical, maternity, child health, and psychiatric nursing. Community health care is also studied. Clinical experiences are carefully planned around current nursing theory. One class is admitted each year starting in September.

Employment Opportunities

Private homes, rest homes, community health centers, mental health, hospitals, doctor's offices, clinics.

Business Administration

The Business Administration program aims at preparing students in every phase of administrative work that might be encountered in the average business. Designed to lead to immediate employment, the program assists individuals in advancing into paraprofessional fields and managerial positions.

Employment Opportunities

Sales personnel, office clerk or manager trainee, banking, retailing, wholesaling, hotel, tourist ad travel industry, insurance, transportation, communication.

Drafting and Design Technology

This program is designed to prepare technical-level draftsmen. Emphasis is placed on the ability to think and plan, as well as upon procedure and techniques used by the draftsmen. Although most of the program deals with mechanical drafting, the student is introduced to architectural drafting techniques. The intent of the program is to provide a two-year technical degree; however, the credits earned may be applied to four-year institutions that offer Bachelor of Technology degrees.

Employment Opportunities

Aerospace, architecture, jig and fixture design, heavy equipment manufacture, bridge, drainage and highway design, topography, electronics.

Electronics Technology

This program provides a basic background in electronics theory, with practical application of electronics for business and industry. Courses are designed to develop competent electronics technicians who can work as assistants to engineers, or in a liaison capacity between the engineer and the skilled craftsman. The program can be completed in two years or a total of seven quarters.

Employment Opportunities

Research, design, development, production, maintenance, engineering aides, laboratory technicians, supervisors, equipment specialists.

Secretarial Sciences

Executive/General Office/Medical

The college offers three programs in the secretarial field. Each provides varying emphasis from general clerical duties and skills required for employment in the business world to the more highly trained skills of dictation, transcription, and office procedures needed to perform secretarial work for an executive.

The medical secretary program corresponds closely to the requirements of executive secretary but adds emphasis to course work in medical terminology and also includes courses in mathematics, accounting, business law, and personality development.

All three programs lead to a two-year technical degree in Associate of Applied Science. They are designed to develop adequate background and proficiencies for immediate employment after graduation.

Employment Opportunities

Insurance companies, banks, financial firms, marketing institutions, physician's offices, hospitals, public health agencies, accounting clerk, bookkeeper, file clerk, administrative assistant, assistant office manager.

Note to Technical Students:

Although all the programs mentioned in this segment are *not* designed for transfer, it is possible for many students who earn an A.A.S. degree to be given full or partial credit toward transfer at institutions offering Bachelor of Technology degrees. Before pursuing this route, students are strongly urged to consult with their faculty advisors or Student Services counselors concerning which schools offer the B.T. degree and their criteria for admission.

Air Conditioning and Refrigeration

All aspects of installation, servicing, troubleshooting and repair for domestic and commercial air conditioning, heating and refrigeration are taught in this program.

Major areas of study include basic refrigeration principles and their application to heating and cooling equipment and electrical theory and its application to refrigeration control circuits and devices.

Employment Opportunities

Home appliance, building, dairy, food, transportation, shipping, aviation, and fishing.

Automotive Mechanics

The Automotive program provides training in developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Through practical shop and classroom experience, a thorough understanding of the operating principles involved in the modern automobile can be attained. The program includes experiences in internal combustion engines; auto fuel, electrical, and emission systems; transmission and drive trains; brakes, chassis and suspension; and automotive air conditioning.

Employment Opportunities

Mechanic, maintenance supervisors, dealer service managers, factory representative, sales technician.

Cosmetology

The program provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and hair styling. The curriculm includes both classroom instruction and laboratory practice.

Today the cosmetologist is called upon to advise both men and women on problems of diet, makeup and care of their hair, skin, and nails.

Employment Opportunities

Part-time or full-time self employment, hairdressing salons, full service salons.

Electrical Installation and Maintenance

This program provides instruction in basic electrical theory, electrical blueprint reading, installation of conductors and equipment, meters and controls, job estimating, National Electrical Code, and the requirements for electrical licensing.

Employment Opportunities

Electric power utilities; building, aviation, shipping, transportation, communication, chemical and transportation industries; and establishment of own business.

Electronic Servicing

This program provides training in the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

Employment Opportunities

Establishment of own business, audio-visual technician, service repairman for small and large companies, sales and installation.

Licensed Practical Nurse (L.P.N.)

This program is designed to prepare persons for participation in the care of patients of all ages, in various stages of dependency, and with a variety of illness conditions. One class is admitted in September of each year. The program is operated in accordance with North Carolina laws and the prescribed standards of the N.C. Board of Nursing.

Employment Opportunities

Hospitals of all types, nursing homes, clinics or doctor's and dentist's offices, public health facilities.

Light Construction

This program provides major instruction in carpentry and in masonry skills, with minor studies in electrical wiring and plumbing. Areas of study include applied mathematics, engineering and architectural drawing, safety, and other related subjects. Students learn the methods used in laying out a small structure, mixing and laying cement, rough framing, laying brick and block, roofing and exterior finishing.

Employment Opportunities

Home or commerical building contractor, building maintenance mechanic, and establishment of own business.

Machinist and Advanced Machinist Trade

Students learn machine shop theory and gain practical shop experience. Machinist trade is a one-year program with a second-year option. Areas of study include work layout, using blueprints, lathe and mill work, drilling, grinding, shaping, welding, calculating machines, and training in the composition of metals. The second year option provides further knowledge and skills to enter industry at a higher level of pay and responsibility.

Employment Opportunities

Textiles, shipbuilding, heavy equipment, furniture, transportation, communications, plastics.

Nurses' Assistant

This program is 11 weeks in length and consists of a single course which provides 330 hours of both classroom instruction and clinical experience. Assistants perform many duties including maintaining hospital equipment, bathing patients, ward management, delivering messages, and moving and setting up equipment. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom instructions to hospital practice.

Employment Opportunities

Private homes, rest homes, clinics, hospitals.

Operating Room Technician

Technicians are trained members of the operating room team. They are responsible for cleanliness, safety and efficiency in the operating room, and for simple patient care which involves safely transporting patients to the operating room and preparing them for surgery. O.R. technicians prepare supplies for surgical procedures and assist circulating nurses and anesthesiologists.

This program is self-contained and nine months in length, with only one class being admitted each year.

Employment Opportunities

Private homes, rest homes, hospitals.

student life

the what's happening of what's happening

Believing that all your experiences contribute to your total education, every effort is made to maximize the students' opportunities to succeed both academically and socially while at COA.

The Student Services staff and the Student Senate, working together, set policies, make decisions, and carry out programs to provide services necessary to make the students' stay at COA a meaningful and enjoyable one.

The entire staff is dedicated to this philosophy and delight in seeing, and joining, an enthusiastic student body in activities both inside and outside the classroom.

Admissions & Testing

College of The Albemarle is an "open door" institution with selective placement in the different programs. Applicants must either have graduated from high school or earned its equivalent (G.E.D.). The college administers *placement* tests to college transfer and two-year technical program applicants to assist in course placement and adjustment to freshman classes.

All applicants must complete a general application, which includes a health questionnaire and questions pertaining to North Carolina residency status. A high school transcript or a copy of the G.E.D. certificate is also required. Applicants to the Licensed Practical Nursing, Operating Room Technician, Nurses' Assistant, and Associate Degree Nursing programs must also submit evidence of a doctor's physical examination. Instructions for such are forwarded to the applicant upon receipt of the general application.

Transfer students must meet the same admission requirements as freshmen and be eligible to return to the last institution attended. Credit will be given for "C" or better work completed at accredited institutions, after successful completion of one quarter as a full time student, and if it parallels work offered at College of The Albemarle.

Counseling

Incoming students will be given a series of *guidance* and *placement* tests. The counseling staff can also provide and administer a variety of interest, personality, and aptitude tests when deemed necessary, or upon request by the student.

Upon review of high school grades, placement test scores, and counseling with the student, it may be recommended that the student consider developmental studies courses to be taken along with regular curriculum classes. This will enable students to (1) eliminate deficiencies in a skill or concept course, (2) receive assistance in mastering required standards of performance in a particular area or program, and (3) increase their knowledge and skills through the use of enrichment activities. All of this may be accomplished through formal classes and/or through personalized programs under the direction of a reading specialist and professionals in math, biology, music, business, and nursing.

Counselors are also available to assist students with personal and social problems or with concerns related to adjustment to the college environment. Care is taken in any counseling situation to provide confidentiality and to handle the counseling in a professional manner.

Costs

The in-state tuition is $3.25 per credit hour up to a maximum of $39.00 per quarter for a full-time curriculum student taking 12 or more credit hours. Out-of-state tuition is legislatively set at $16.50 per credit hour up to a maximum of $198.00 per quarter for a full-time curriculum student. Required activity fees for full-time students are $10 for fall quarter and $9.00 for winter and spring quarters.

This tuition rate (and especially the in-state rate applicable to most Albemarle residents), when coupled with the savings of living at home while attending COA, generally results in substantial financial savings.

Most adult extension courses are $5.00, and there is no charge for Individualized Instruction Center study.

Financial Aid

COA is dedicated to the belief that no student should be denied access to higher education as a result of inadequate financial resources. Every effort is made to award student financial aid on an equitable and realistic basis dependent on estimated expenses and demonstrated financial need.

Application for financial aid is made through admission to the college and (1) completion of the Institutional Financial Aid Application, (2) completion of the Financial Aid Form (FAF) obtainable from high school guidance counselors or the COA Financial Aid Office, and (3) submission of the Student Eligibility Report (SER) to the Financial Aid Office. This SER will be returned to you after you submit the FAF.

The following are the major forms of aid available through the COA financial aid office:

Grants— Basic Educational Opportunity Grant (BEOG)
Supplemental Educational Opportunity Grant (SEOG)
N.C. Student Incentive Grant (NCSIG)

Loans— National Direct Student Loans
Nursing Student Loans

Scholarships— A.K. Boada Scholarship
Albemarle Hospital Auxiliary Scholarship
Elizabeth City Junior Woman's Club Scholarship
Robinson Scholarships
Grover C. White Scholarship
James T. Connolly Scholarship
Pasquotank Extension Club Scholarship
President's Scholarship
Raymond Shorkey Scholarship
V.F.W. Scholarship

If you'd like more information or assistance in completing applications for aid, please call the Financial Aid Office. They'll be glad to help.

It should be noted that the earlier an application for aid is submitted, the better the chances are for an award.

Veterans Benefits

Veterans are invited to take advantage of the student services and educational programs offered by the college and, if approved by the N.C. Department of Veterans Affairs, to use their GI Bill Educational Benefits while at COA. Most curriculum courses offered at the college are approved for the training of veterans and/or the dependents of veterans if they meet VA eligibility requirements. For information and application forms, students should contact the local Veterans Service Office at 203 West Ehringhaus Street in Elizabeth City or the College Registar.

Clubs & Organizations

Participation in clubs and organizations is encouraged at COA. Lasting friendships and experiences in group activities are very real benefits of such involvement. Below is a list of the campus clubs and organizations.

Associate Degree Nursing Club — 1st Year
Associate Degree Nursing Club — 2nd Year
Argus (Literary Magazine)
Beacon (Yearbook)
Chorale (Musical Production)
Cosmetology Club
Foreign Arts Club
Old Salt (Student Newspaper)
Phi Beta Lambda (Business)
Phi Theta Kappa (Honor Fraternity)
Practical Nursing Club
Satyrs (Theatre Productions)
Tec Club

It is the policy of the Student Senate and the college that membership in an organizatin shall not be denied an individual on the basis of race, sex, color, national origin, religion or handicap.

Athletics

The opportunity for students to participate in an athletic program is made available in two ways - through physical education classes which are creditable toward graduation, and through an active intramural program which is designed to afford maximum participation.

The intramural activities at COA include, but are not limited to, soccer, basketball, volleyball, bowling, track and field, softball, tennis, ping-pong, golf, flag football, archery, and the annual cross-country run.

Physical education courses offered include the following:

Basic Movement
Adapted Physical Education
Flag Football
Soccer
Basketball
Badminton
Archery
Tennis
Softball
Golf
Stunts & Tumbling
Gymnastics
Volleyball
Track & Field
Swimming
Sailing
Lifesaving
Dance
Bowling
Water Safety Instructor
Techniques of Officiating

Student Senate

The Student Senate is the major organization of student self-governance at the college. Duly constituted to officially represent the general student body in matters of policy, procedures, and programs, the Senate participates in and gives direction to student life beyond the classroom. This is done by financial management of all student activity fees collected by the college. Through a committee structure of planning and action, the Senate financially supports the intramural program, the Lyceum Convocation Series of cultural events, and student clubs and organizations by providing "seed" money for club activities.

The Student Senate directly sponsors the *Argus, Beacon,* and *Old Salt,* as well as the Christmas Dance, Awards Day, COA Week, Spring Formal, and the COA Gong Show.

A viable and energetic group of students, the Senate works closely with the Director of Student Activities and the Dean of Students to create a cooperative climate under which the student body can participate in the decision making processes of the college.

Activities

Meeting new people, doing new things, and making new friends from the faculty and staff, as well as the student body, are very important parts of student life at COA...and so is having fun. In fact, enjoying the time you're in college can make a powerful, positive contribution to your intellectual progress, as well as your physical, emotional, and social development.

The Student Senate, clubs and organizations, academic departments, and the faculty and staff all contribute to the activities which we collectively call the Student Activities Program. In that cooperative spirit lie two basic premises (1) open, encouraged participation and (2) involvement of faculty, staff, and students in non-traditional "outside the classroom" activity programs.

From a Straight Poop series, designed to bring experts on campus for question and answer sessions on subjects of interest, to the annual pie-in-the-face faculty auction, COA tries to spice things up a little for its students.

The following is a sampling of the many activities that keep the campus buzzing:

Student-Faculty Softball
Melon Fest
COA "Party Night"
COA Fishing Contest
Student-Faculty Volleyball
50's Day at COA
Pickin' & Grinning
Awards Day
COA Gong Show
PTK Lecture Series
Hot Dog Roasts
The Great Horseshoe Pitch-Off
Music Recitals
Christmas Dance

Theatrical Productions—
Scapino
A Mark Twain Thing
Finian's Rainbow

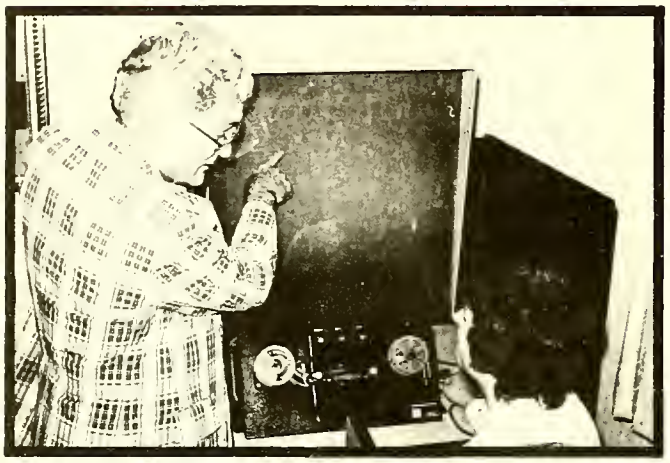
Straight Poop —
"How to Say No to a Rapist"
"Audio Equipment — How Not to Buy A"
"Buying a Used Car"
"The New Drug Laws"
"ERA"
"Sex, V.D., & Your Bod"
"Study Skills & Quiz Crammin' "
"Transfer Students & How to Pay For It"

Lyceum Events —
"Shakespeare Revisited"
"Fredric Chrislip - Classical Guitarist"
"James Houlik - Saxophonist"
"Rennie Beyer - Pianist"
"John Sneeden - Ben Franklin - Face-to-Face"

In short, there's usually something going on at COA. Dependent on the availability of funds, clubs and the Senate are "wide open" in regards to activities. All it takes is a little planning and a lot of enthusiasm.

support

the extension of what's happening



Learning Resources Center

The Learning Resources Center has not only the assumed purpose of maintaining a well-stocked library of 33,000 volumes, 5,100 audio-visual materials, and 190 current periodicals to meet the needs of our students and the community, but it also serves to meet the individual educational requirements of our citizenry through management of the Individualized Instruction Center. Open for use when the student has time to use them, Whitehurst Library, the Tec Center Library, and the IIC are ably staffed by professionals eager to help you "find" and succeed.

Individualized Instruction Center

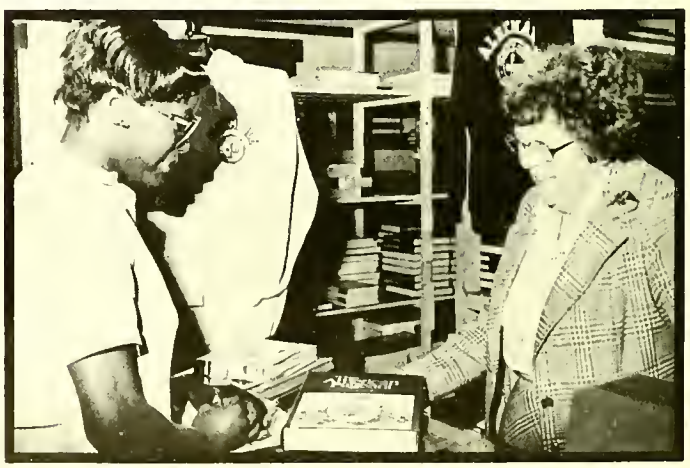
Serving over 400 persons annually, the IIC provides an opportunity for interested adults, at no cost and regardless of their educational background, to select appropriate courses of study from over a hundred programs ranging in difficulty from the elementary school level through the college level. Placed according to interest and ability, students may complete requirements for the Adult High School Diploma or the Equivalency Certificate (GED), or enroll in an individually-supervised program of Reading, Math, Social Studies, Science, Psychology, Foreign Language, Business, Nursing, Education, or professional test preparation...just to name a few.

If this sounds as if it'd be of interest and benefit to you, please contact the IIC on the Tec Center campus or the IIC housed in the basement of Swain Elementary School in Edenton for more information. The IIC personnel will be more than happy to talk with you.

Bookstore

The College bookstore is always a busy place at the beginning of each quarter. Its purpose being the "low profit" availability of required text books, supplementary texts and workbooks, and supplies, the bookstore is open from 8:00 a.m. to 1:00 p.m. Monday through Friday and from 6:00 p.m. to 8:30 p.m. on the Tec Center campus for the first two weeks of classes for the convenience of our evening students. A used-book store is also operated on campus by Phi Theta Kappa honor fraternity.

Students are encouraged to meet their classes and obtain accurate information on required texts prior to purchase. This will help insure that you buy the correct textbook.



Extension... avocational & occupational upgrading

The Continuing Education Department provides educational courses, training programs, and services to meet the needs of the adults of our area. Programs and courses are available at the college, in public school facilities, and in various locations in Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans counties.

In most cases, given sufficient funds and the availability of a qualified instructor, a program or course can be offered during the day or evening in a wide variety of subject areas whenever 10-15 persons indicate an interest. Courses vary in length according to their purposes.

Possibly the best way to present this vital part of COA is to list a sampling of individually tailored courses designed to meet the continuing education needs of the area.

Ceramics
Decoupage
Wood Carving
"Great Decisions"
Fire Service
Cake Decorating
Holiday Decorating
OSHA
New & Expanding Industries Training
Pottery
Painting
Metric System
Radio/T.V. Repair
Driver Education
Oriental Cooking
Knitting
Auto Tune-Up
Crewel
Floral Design
Modern Math for Parents
Gardening
First Aid
Quilting
Sewing
Photography
Pilot Ground School
Guitar
Banjo
Religion
Real Estate
Emergency Medical Training
Stained Glass
Food Service
Small Engine Repair
Upholstery

building

the newness in our what's happening

Because College of The Albemarle is dedicated to meeting the educational needs of the citizens it serves, it is constantly attempting to improve the services it offers. Through meaningful progress, our community will be able to reach its full potential.

It is generally recognized that this potential can be more readily attained in adequate buildings, designed especially for teaching and learning. The construction of new buildings on COA's North Road Street campus is enabling the College to offer several new programs and to consolidate all program offerings on one campus by the end of 1980.

Looking to the future, Phase III of the College's development plan calls for space for a new gymnasium and housing for the fine arts program in music, art, and drama. It is hoped that this expansion can be accomplished soon after the property which comprises the Riverside Avenue campus is sold.

Through physical growth, the College will be able to provide better help for your educational growth. After all, that's our main reason for being here.

Attrition Data

FULL—TIME VOCATIONAL STUDENTS
FALL QUARTER 1979 TO SPRING QUARTER 1980

Enrolled Fall Quarter 1979	Returned Spring Quarter 1980 or Graduated		Did Not Return For Academic and Other Reasons	
	No.	%	No.	%
86	58	67.4	28	32.6

FULL—TIME COLLEGE TRANSFER AND TECHNICAL STUDENTS
SPRING QUARTER 1978 TO FALL QUARTER 1978

	Enrolled Spring Quarter 1978	Returned Fall Quarter 1978		Graduated/ Transferred		Did Not Return For Academic and Other Reasons	
		No.	%	No.	%	No.	%
College Transfer	366	188	51.4	82	22.4	96	26.2
Technical	366	201	54.9	69	18.9	96	26.2
TOTAL	732	389	53.1	151	20.6	192	26.2

the individual approach

is COA's what's happening

Our entire operation is geared to serving you. We strive to offer the best in vocational and academic higher education at a cost that is within the reach of every citizen of the Albemarle area.

If this sounds like the type of college in which you are interested, let us hear from you. We are eager to answer your questions and to help you get all the information you need to make a wise decision regarding individual courses or a program that would be of value to you in preparing yourself for the world of work.

If you have specific questions or would like additional information through an appointment with our Director of Admissions or Director of Evening Programs, write or call:

Admissions Office
College of The Albemarle
Elizabeth City, N.C. 27909
Phone: (919) 335-0821

P.S. If you've already made a decision and are ready to apply, a note to the same address will get you the necessary application forms.

EQUAL OPPORTUNITY POLICY

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, national origin, religion or handicap with regard to its students, employees or applicants for admission or employment.

Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

College of The Albemarle
Elizabeth City, N.C. 27909

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